

For: FSA County Offices

Non-Federal County Office Travel Allotments

Approved by: State Executive Director



1 Overview

A Background

FSA began implementation of the NFC OnLine Travel System for non-federal employees on October 1, 2003. Travel expenses are no longer included in non-payroll allotments issued to County Offices.

B Purpose

The purpose of this notice is to provide travel allotments for non-federal CO employees and COC travel expenses and reconciliation instructions. County Offices shall not exceed their travel allotment. Usage is closely monitored by BUD at the National Office level for each State. CED's are responsible for maintaining travel allotments.

2 Action

A County Office Action

Non-federal travel coordinators shall:

- Ensure that final C-Type vouchers do not continue to show excessive obligations against travel authorizations by entering a "Y" in the "Final Voucher Indicator" (Block 54) on travel vouchers. Unused travel obligations will expire if the Final Voucher Indicator code is used on the processed voucher. If "Y" was not entered at the time the voucher was input, the authorized amount must be amended to the actual amount of the claim.
- Blanket B-Type authorizations remain obligated until all funds are used or the Final Voucher Indicator is marked. Ensure that obligations do not exceed the allotment.
- Maintain travel allotments using the County Office Travel Ledger spreadsheet that was provided at training.

Disposal Date

October 1, 2004

Distribution

FSA Offices

Arkansas Notice FI-89

3 Action (continued)

- Reconcile travel obligations against reports that will be furnished to each county via email on a quarterly basis. This report is generated from data uploaded from NFC to FSA's database. The report title is Brio TRVL. Excess obligations must be deobligated by amending the authorization.
- FY2003 actual expenses were used as a basis for calculating FY2004 allotments. Report any shortage or excess allotments to the State Office as soon as possible based on your projections. A small reserve will be maintained at the State level. The FY2004 allotment is reduced 14% below our actual FY2003 expenses. Allotments will be reallocated as necessary.
- Travel authorizations and vouchers must be filed by the traveler and input into the Online System in a timely manner. Authorizations must be established prior to travel. Type-C vouchers should be filed within 5 days after travel. Type-B vouchers should be filed at least monthly within 5 days of the month end.

4 Contact

If there are any questions about this notice, please contact Charlotte Murphy at:

Phone: 501-301-3016

Email: charlotte.murphy@ar.usda.gov

Fax: 501-301-3086

Arkansas Notice FI-89

Exhibit 1

| County | FY2004 Travel Allotment | County | FY2004 Travel Allotment |
|---------------|--------------------------------|---------------|--------------------------------|
| Arkansas | 10,000 | Phillips | 7,000 |
| Ashley | 5,700 | Poinsett | 5,000 |
| Baxter | 7,000 | Polk | 6,000 |
| Boone | 5,000 | Pope | 5,000 |
| Carroll | 3,000 | Prairie | 8,000 |
| Chicot | 4,800 | Pulaski | 5,000 |
| Clark | 10,000 | Randolph | 7,000 |
| Clay | 7,000 | St. Francis | 4,100 |
| Cleburne | 5,000 | Sebastain | 3,000 |
| Conway | 5,000 | Sharp | 3,000 |
| Craighead | 6,500 | Van Buren | 1,500 |
| Crittenden | 4,000 | Washington | 5,800 |
| Cross | 10,000 | White | 5,000 |
| Desha | 5,000 | Woodruff | 6,000 |
| Drew | 11,000 | | |
| Faulkner | 2,000 | Total | 285,700 |
| Franklin | 2,000 | | |
| Fulton | 8,000 | | |
| Greene | 6,500 | | |
| Hempstead | 5,000 | | |
| Hot Spring | 5,500 | | |
| Howard | 4,000 | | |
| Independence | 3,800 | | |
| Izard | 3,200 | | |
| Jackson | 7,000 | | |
| Jefferson | 9,000 | | |
| Johnson | 4,000 | | |
| Lafayette | 5,000 | | |
| Lawrence | 7,500 | | |
| Lee | 4,000 | | |
| Lincoln | 4,700 | | |
| Little River | 6,000 | | |
| Lonoke | 3,800 | | |
| Madison | 3,000 | | |
| Miller | 6,000 | | |
| Mississippi | 7,800 | | |
| Monroe | 3,500 | | |
| Ouachita | 4,000 | | |